Ontario

Using Single Window to Submit Plan Summaries under the
Toxics Reduction Act and
Ontario Regulation 455/09

September and October 2012

Overview

- Accessing Single Window
- Identifying reporting year, company and facility
- Entering Plan Summary information
  - Contacts
  - Number of employees
  - Statement of intent
  - Objective and reduction targets
  - Reasons for use and or creation
  - Implementation of options/ No options implemented
  - Other Fields (Optional items and Planner's license numbers)
- Uploading copy of certifications from Toxic Reduction Substance Plan
- Submitting Plan Summary

Ontario

SecureKey Concierge or Access Key Login

https://ec.ss.ec.gc.ca

New: SecureKey Concierge

- As of September 20, 2012 the log in page for Single Window has changed.

- Users are now able to use their bank login information to access the system in addition to using Access Key.

- The first phase includes BMO Financial Group, Scotiabank and Canada Trust.

Ontario

Using Access Key to Login

•As facilities have previously submitted annual reports, all should have an Access Key User ID and password.

•If you have forgotten your Access Key User ID or Password and cannot recover them using your recovery questions, you will need to register for a new EC Access Key and then "Recover" your account.

• If there has been a change in personnel at your facility a new Access Key account can be created (on previous page select "Register")

- Note: new personnel will need to be granted access to the facility in Single Window Information Manager (SWIM).

Access Key – Log In

Please note, if you have an existing epass, enter your epass User ID and Password below to upgrade to a new Government of Canada Access Key.

If you already have an Access Key, please enter your Access Key User ID and Password to log in.

Your Password contains one upper case letter, one lower case letter and one digit.

All fields marked with an asterisk (*) are required fields.

Once you have completed your business with the Government of Canada, you must logout by clicking on the logout button or on the logout link and close your browser before leaving this computer unattended. This will prevent unauthorized access to your personal information by others.

* User ID:

* Password:

Log In   Clear   Cancel

Forgot Your Password?

Contact Us

5

rio

Select Reporting Year

For the Plan Summary you will select "2011" (it is the default choice in the drop down box)

Select Company

NPRI and Partners
- Sarah Olinski
- Information Manager (SWIM)
- Report a Problem

Facility Report
Substance Report
Special Reports
Administration
- Logout

Select a Company

Below is a list of Organizations that you have access to for the NPRI and Partner programs.

Company List

Select a single company and press 'Continue'. If the company you wish to report on is not displayed, return to SWIM by clicking on **Information Manager** on the left menu to request access to the NPRI and partner reporting programs for the company and its facilities. Press '? Help' for more information. If you wish to view the details about the company, select the company and click 'View Company Details'.

◉ **TRA Plan Summary**

Back   View Company Details   Continue

Use the radio button to select the appropriate company – if there is only one listed it will be automatically selected.

8

Select a Facility and Action

Use the radio button to select the facility, then select "Create Plan Summary" from the action dropdown box and select "Continue".

Ontario

Add Facility Contacts

Select the Facility Contacts ?

Select the Facility Contacts

△ Contacts

Please assign the appropriate contact under each category below.

Public Contact:*

    Bobby Tester ▼

Highest Ranking Employee:

    ▼

Person responsible for Toxic Substance Reduction Plan preparation:

    ▼

Back   Save   Continue

Assign contacts using the dropdown box (pre-populated from contact list in SWIM)

Ontario

Validate Organization Information

Organization Validation

△ **Company and Parent Company Information**

Company Details

Company Legal Name:*	TRA Plan Summary
Company Trade Name:*	Plan Summary
Business Number:*	123456789

Back   Refresh   Save   Continue

- Organization information is pre-populated from SWIM.
- If any changes are made in SWIM, select "Refresh" to pull the information into the Plan Summary.
- Note: Any changes made directly to the Organization Validation page will not transfer to SWIM.

Ontario

Validate Facility Information

Facility Validation

Facility Information

Facility:*   TRA Plan Facility 7

NAICS Id:*   311520

NPRI Id:*   1234567

ON Reg 127/01 Id:

Back   Refresh   Save   Continue

•Facility information is pre-populated from SWIM.
•If any changes are made in SWIM, select "Refresh" to pull the information into the Plan Summary.
•Note: Any changes made directly to the Facility Validation page will not transfer to SWIM.

Ontario

Validate Contact Information

Contact Validation

Contacts

Public Contact:

First Name:*	Bobby
Last Name:*	Tester
Position:*	Tester
Telephone:	4162333333

Back — Refresh — Save — Continue

•Contact information is pre-populated from SWIM.
•If any changes are made in SWIM, select "Refresh" to pull the information into the plan summary.
•Note: Any changes made directly to the Contact Validation page will not transfer to SWIM.

13

Ontario

Identify Number of Employees

Employees   ?

Page Status: Complete

△ **Employees**

Number of Full-time Employees: *

50

Back   Save   Continue

Enter the number of full-time employee at the facility
and select "Continue"

14

Ontario

Select Substance

Facility Substance List

To write the Plan Summary for a substance, select it and click "Continue".

△ **TRA applicable substances**

    △ **Substances**

        △ ⦿ **Zinc (and its compounds) CAS# NA - 14**

CAS RN:	NA - 14
Substance Name:	Zinc (and its compounds)
Status:	New (0/3)

[Back]   [Refresh]   [Continue]

- The Facility Substance List will pre-populate from the most recently submitted Inventory Report.
- You cannot add or delete substances on this page.
- If you have made changes to your Inventory Report, and re-submitted the report, select "Refresh" to update the list in the Plan Summary.
- Use the radio button to select the substance and select "Continue".

Ontario

Statement of Intent

Statement of Intent

Page Status: Incomplete

Are the following included in the Facility's TRA Plan?

Use

Is there a statement that the owner or operator of the facility intends to reduce the use of the toxic substance at the facility?:*

Yes

Exact statement of the intent that is included in the facility's TRA Plan to reduce the use of the toxic substance at the facility:**

The facility intends to reduce the use of the toxic substance at the facility

Reason in the facility's TRA Plan for no intent to reduce the use of the toxic substance at the facility:**

• This section exists for both Use and Creation.

• If there is a statement (YES) to reduce the use and/ or creation of the substance you must copy the exact statement into the first textbox.

• If there is no statement (NO) then you must copy the reason there is no intent to reduce the use and/or creation into the second textbox.

Ontario

Identify Objectives and Reduction Target Values and Timeframes

Objectives, Targets and Description ?

△ Objectives

Objectives in plan:*

Copy the objectives from the plan into the textbox.

△ Use Targets ?

What is the targeted reduction in use of the toxic substance at the facility?*

	Quantity	Unit
☐ No quantity target	or	

What is the targeted timeframe for this reduction?*

☐ No timeline target   or   [ ] years

Description of targets:

Targets (if applicable) may be expressed in reduction quantities or in timelines. You may also describe the target in the textbox provided.

Identify Reasons for Use and/or Creation

△ **Reasons for Use**

Why is the toxic substance used at the facility?:*

For on-site use/processing

Summarize why the toxic substance is used at the facility:**

△ **Reasons for Creation**

Why is the toxic substance created at the facility?:*

This substance is not created at the facility

Summarize why the toxic substance is created at the facility:**

• Use the dropdown boxes to identify why the substance is used and/or created at the facility.

• Copy the description from the plan into the textbox.

• If the substance is not used or not created then select that option from the dropdown box.

Ontario

Option 1: Toxic Reduction Option Will be Implemented

Toxic Reduction Options for Implementation [?]

Page Status: Incomplete

△ **Description of the toxic reduction option(s) to be implemented:** [?]

Is there a statement that no option will be implemented?:

No

Indicate that there is no statement that no option will be implemented within the plan

Explanation of the reasons why no option will be implemented: **

△ **Materials or feedstock substitution**

△ **Increased purity of materials**

Which activities will be undertaken to implement these reduction options?

Which activities will be undertaken to implement these reduction options?:*

Increased purity of materials

Select the "+" button to add a new reduction option under the appropriate category.

19

Ontario

Provide Details on the Reduction Option

Toxic Reduction Options for Implementation

△ **Materials or feedstock substitution**

To add a new reduction option Click the "+" button.

A smaller screen will Open once you select "+".

Which activities will be undertaken to implement these reduction options? *

Describe the option: *

Use the dropdown box to select a reduction activity and copy the description of the option from the plan into the textbox.

Estimates

Select All

☐

Estimate of the amount by which the use of the toxic substance at the facility will be reduced as a result of implementing the option:

☐ N/A [   ] tonnes [   ] %

You need to identify at least one estimate of how much the substance will be reduced as a result of implementing the option (there are multiple estimates, this screen shot is only showing one example).

Timelines

Select All

☐

Anticipated timelines for achieving the estimated reductions of the use of the toxic substance:

☐ N/A [   ] years

Timelines are to be provided for use and creation estimates only.

Save | Cancel

Ontario

Option 2: No Toxic Reduction Options To be Implemented

Toxic Reduction Options for Implementation

Page Status: Incomplete

△ **Description of the toxic reduction option(s) to be implemented:**

Is there a statement that no option will be implemented?:

Yes

Explanation of the reasons why no option will be implemented: **

Explanation of reason why no option will be implemented

△ **Materials or feedstock substitution**

Empty

- Identify that there is a statement in your plan that no option will be implemented.

- Copy the explanation of why no options will be implemented from your plan into the provided textbox.

The options will remain blank as nothing was implemented.

Ontario

Other Fields (Optional Items and Planner's License Numbers)

Rationale for why the listed options were chosen for implementation:

Optional text fields for further context about the reduction option.

General description of any actions undertaken by the owner and operator of the facility to reduce the use and creation of the toxic substance at the facility that are outside of the plan:

License Number of the toxic substance reduction planner who made recommendations in the toxic substance reduction plan for this substance (format TSRPXXXX):*

TSRPXXXX

License Number of the toxic substance reduction planner who has certified the toxic substance reduction plan for this substance (format TSRPXXXX):*

TSRPXXXX

When entering in the license numbers, please use the format TSRP####.

What version of the plan is this summary based on?:*

Reviewed Plan

Back

Save   Continue

Ontario

Upload Copy of Certifications from Toxic Reduction Substance Plan

Facility Substance List

Page Status: Complete

Report Details
- ✅ Contacts
- ✅ Organization Validation
- ✅ Facility Validation
- ✅ Contact Validation
- ✅ Employees
- ✅ Substances

Attachments
- ❌ Upload Certification

Content Management
- Enable
- Disable

The following list of substances was extracted from your facility's joint NPRI / TRA annual report submission at the time this TRA Plan Summary was created. If your facility has since submitted an update to its joint NPRI / TRA annual report that includes changes to its list of substances (i.e., substances have been added and/or deleted), please click the "Refresh" button to update the current list.

To write the Plan Summary for a substance, select it and click "Continue".

△ TRA applicable substances

△ Substances

△ ⦿ Zinc (and its compounds) CAS# NA - 14

CAS RN:	NA - 14
Substance Name:	Zinc (and its compounds)
Status:	Completed (3/3)

[Back] [Refresh] [Continue]

To upload a copy of the certification statements, select Upload Certification from the left hand menu.

23

Ontario

Copy of Certifications of Plan

⬛

△ Upload Document

A copy of the certification statement(s) from the Highest Ranking Employee and the Licensed Planner(s), for the Toxic Substance Reduction Plan for which the Plan Summary is being submitted are required. Please upload a single document containing all certifications.

Do not upload any certification statements that are dated after December 31. If this applies, click "?" (Help) for more information.

Comments:

File Details (Maximum 10 Mb, .doc, docx, .pdf, .xls, .xlsx):*

File Name	Date

Browse for the file to Upload.

Once uploaded, if the file name and date are populated on the screen, then the upload was successful.

Back

Continue

Ontario

Submit a Plan Summary

Once you have uploaded the copy of the certification statement(s) you will be returned to the facility dashboard board.

Facility Reporting

☐ ⦿ TRA Plan Facility 7

Inventory Report Status:	⬆ Submitted (09/20/2012 09:32:17)
Facility Name:	TRA Plan Facility 7
Facility Address:	Toronto
Modified Date/Time:	09/20/2012 09:32:17
Plan Summary Status:	✅ Completed
Plan Summary Modified Date/Time:	09/20/2012 15:53:09
Action:	Update Inventory Report ▾

Update Inventory Report
Inventory Report Preview
Waterbody PickList
Offsite PickList
Print SOC
Pollution Prevention
Inventory Report History
Edit Plan Summary
Delete Plan Summary
Submit Plan Summary
Preview Plan Summary

If you have completed all the mandatory fields you may now submit the plan summary.

Ontario

Plan Summary Submission

△ Electronic Submission

Company Name:

TRA Plan Summary

Facility Name:

TRA Plan Facility 7

Report Submitted By (authorized delegate):

Sarah Olinski

☑ I, the authorized delegate, acknowledge that by pressing the "Continue" button, I am electronically submitting the facility TRA Plan Summary for the identified facility.

Back

Check off the box and select "Continue" to submit the plan summary.

Continue

26

Ontario

Confirmation of Plan Summary Submission

Once you have submitted a plan summary, the status will now be "Submitted" with the date and time it was successfully submitted.

Ontario

For More Information

- Instructions for setting up an EC Access Key: http://www.ec.gc.ca/inrp-npri/default.asp?lang=En&n=0C8F4724-1

- Access Key FAQs: https://cledacces-accesskey.gc.ca/eng/cu-01.html

- SecureKey Concierge FAQ: https://ec.ss.ec.gc.ca/en-CA/cs/faq

Ontario

Key Contacts

- For Access Key questions contact Government of Canada at: 1-866-372-7742

- For Assistance with Single Window Information Manager (SWIM) contact Environment Canada's SWIM Helpdesk at: SS_Admin@ec.gc.ca

- Should you have any questions on how to submit a plan summary please contact the Ontario Ministry of the Environment's Toxics Reporting Helpdesk at ToxicsReporting@Ontario.ca or 1-855-815-6400.

- Cette publication hautement spécialisée n'est disponible qu'en anglais en vertu du règlement 441/97, qui en exempte l'application de la Loi sur les services en français. Pour obtenir de l'aide en français, veuillez communiquer avec le ministère de l'Environnement au 416-325-4000 ou 1-800-565-4923.

Ontario